

City of Hartford
Planning & Economic Development Division
Department of Development Services

JAMIE BRÄTT
Director of Planning & Economic Development

Return Form to the Planning Division
250 Constitution Plaza, 4th Floor
Hartford, Connecticut 06103
<http://planning.hartford.gov>



SEAN FITZPATRICK
Director of Development Services

Department of Development Services
860-757-9040
250 Constitution Plaza, 4th Floor
Hartford, Connecticut 06103

BOND RELEASE/REDUCTION FORM

BOND INFORMATION

Property Address: _____

Applicant Name: _____ Phone: _____ E-mail: _____

Bond posted in connection with application #: _____

Bond Posted By: _____

TYPE OF REQUEST

☐ Bond Reduction ☐ Bond Release

TYPE OF BOND

☐ Cash Bond ☐ Performance Bond

Reason for Request to Release: _____

Inspection Date: _____

Inspector: _____

Date Certificate of Compliance Approved: _____

If partial release, next inspection date: _____

☐ Planning Division Administrative Release Date: _____

☐ Commission Action Date: _____

Attest: _____

Procedures for Bond Release

- 1) As noted on the original bond estimate form: Bond shall cover all improvements required by the Commission, shown on an approved plan, or required by regulation, whether listed on bond form or not on site.
- 2) Applicant requests a bond release in writing. (Please see attached Bond Release Form). Please do not request a release until all work is complete.
- 3) Site inspection will be scheduled;
 - a. 1st Inspection - No Charge
 - b. 2nd Inspection -\$100
- 4) Upon satisfactory completion of all required work;
 - a. Your bond release request will be scheduled for Commission action if your bond is for more than \$25,000. Applicant will be notified when the release is scheduled to be heard by the Commission;
 - b. Your bond release request can be signed off administratively if your bond is for less than \$25,000.
- 5) No bond release will be processed prior to the issuance of a Certificate of Planning Compliance.
- 6) Upon favorable official action by the Commission or the Director of Planning, the applicant will be notified of the method of bond release.

☐ Check issued by Treasurer Office

☐ Return of Surety document

☐ Other: _____